

Position Vacancy:

# Broadcast and Internet Specialist

The U.S. Embassy Tokyo is seeking an individual for employment as Broadcast and Internet Specialist for the East Asia and Pacific Media Hub.

**OPEN TO:** All Interested Parties  
**POSITION:** Broadcast and Internet Specialist (#A73014)  
**OPENING DATE:** January 25, 2010  
**CLOSING DATE:** February 10, 2010  
**WORK HOURS:** Full Time 40 hours/ week  
**SALARY:** **Full Performance Level:**  
Ordinarily Resident (OR) FSN-8 ¥8,664,261 p.a.  
Not-Ordinarily Resident (NOR) FP-FP-6  
**Trainee Level:**  
Ordinarily Resident (OR) FSN-7 ¥6,650,137 p.a.  
Not-Ordinarily Resident (NOR) FP-7

## PLEASE NOTE:

1. Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. All ordinarily resident applicants must have the required residency permits to be eligible for consideration.
4. U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).

## BASIC FUNCTION OF POSITION:

The incumbent in this position serves as a camera and digital audio recorder operator, an editor for video and audio files, webmaster for the Media Hub website, and liaison with Internet providers and satellite transmission providers.

## QUALIFICATIONS REQUIRED:

### **Full Performance Level:**

1. **Education:** Technical degree in audio/visual equipment and broadcast technology or equivalent.
2. **Prior Work Experience:** At least five years work experience as a video and audio technical specialist, including work as a camera operator, video editor and website developer.
3. **Language Proficiency:** Level III\* (Good Working Knowledge) English.
4. **Knowledge:** Extensive knowledge of video and audio recording and editing hardware and software. Extensive knowledge of web development software. Familiarity with Apple Macintosh hardware and software.
5. **Skills and Abilities:** Ability to work well with a wide range of individuals at all levels. Ability to develop and maintain relationships with external contacts. Excellent organizational skills with the ability to handle a broad range of tasks within work schedule, sometimes requiring flexible hours and/or overtime work.

### **Trainee Level:**

1. **Education:** Technical degree in audio/visual equipment and broadcast technology or equivalent.

2. Prior Work Experience: At least two years work experience as a video and audio technical specialist, including work as a camera operator, video editor and website developer.
3. Language Proficiency: Level III\* (Good Working Knowledge) English.
4. Knowledge: Knowledge of video and audio recording and editing hardware and software. Knowledge of web development software. Familiarity with Apple Macintosh hardware and software.
5. Skills and Abilities: Ability to work well with a wide range of individuals at all levels. Ability to develop and maintain relationships with external contacts. Excellent organizational skills with the ability to handle a broad range of tasks within work schedule, sometimes requiring flexible hours and/or overtime work.

\* U.S. Government language standards. For equivalents in other standard tests, please see <http://japan.usembassy.gov/e/info/tinfo-jobtips.html>

### **SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current OR employees serving a probationary period, or NOR employees in the first 90 days of their appointment, are not eligible to apply.

### **TO APPLY:**

Interested applicants for this position **must** submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); *OR*
2. A current resume or curriculum vitae that provides the same information as OF-612; *PLUS*
3. Candidates who claim U.S. Veterans preference **must** provide a copy of their Form DD-214 with their application.
4. Ordinarily Resident applicants who are not Japanese citizens **must** submit a copy of required residency permit. The U.S. Embassy does not sponsor work visas in Japan.
5. Any other documentation such as language test scores, certificates, copies of degrees earned or school/college transcripts that support candidates claims of education, language or special skills level stated in SF-171, or OF-612, or resume.
6. Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html>

### **SUBMIT APPLICATION TO:**

Minako Morimoto  
Human Resources Office  
U.S. Embassy Tokyo

By post: 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420  
Or by fax: 03-3224-5818  
Or by email: [tokyorecruitment@state.gov](mailto:tokyorecruitment@state.gov)

Please note that the U.S. Government cannot guarantee the integrity, security, or privacy of information transmitted.

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of Japan or a citizen of another country who has shifted the main residency focus to Japan and has the required residency permits for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are USEFMs and EFM of Foreign Service, Civil Service, or Uniformed Service members who are eligible for employment under a U.S. Government pay plan, on the travel orders and under Chief of Mission authority; or other personnel having diplomatic privileges and immunities.
3. U.S. Citizen Eligible Family Member (USEFM): A USEFM is i) a U.S. citizen; ii) a spouse, same sex partner or dependent who is at least age 18; iii) listed on the travel orders of an FS, CS, or Uniformed Service member officially assigned to post and under COM authority; and iv) residing at post with the sponsoring employee.
4. Member of Household (MOH): An MOH is a person who: 1) is accompanying, but is not listed on the travel orders of an FS, CS, or Uniformed Service member officially assigned to post and under COM authority; 2) has been declared by the sponsoring employee to the COM as part of his/her household; and 3) resides at post with the sponsoring employee.

***CLOSING DATE: February 10, 2010***